DEPARTMENT OF INDUSTRIAL RELATIONS INDUSTRIAL MEDICAL COUNCIL

395 Oyster Point Blvd., Ste. 102 South San Francisco, CA 94080 Tel: (650)737-2769 Fax:(650)737-2711



NOTICE OF QME COMPETENCY EXAMINATION March 17, 2001

The Industrial Medical Council (IMC) will administer the next Qualified Medical Evaluator (QME) Competency Examination on <u>Saturday</u>, <u>March 17</u>, <u>2001</u>. Applications for the examination must be submitted to the IMC <u>postmarked by February 15</u>, <u>2001</u>, in order to be accepted for registration. Pursuant to Labor Code §139.2(b)(1), physicians applying for QME status must pass a competency examination.

Physicians who wish to take the exam on March 17, 2001, must submit a completed original Application for Appointment as Qualified Medical Evaluator (IMC Form 100, Rev. 12/00) and Registration for QME Competency Examination (IMC Form 102, Rev. 12/00). The Application for Appointment as QME must be approved by the IMC before a physician can be registered for the exam. These applications must be postmarked by February 15, 2001, in order to qualify for this exam. Qualified registrants will receive by mail a confirmation letter along with a Candidate Preparation Manual. Please keep a copy for your records. The IMC is not responsible for late or lost applications.

If you took the exam since March 18, 2000 and either failed or didn't show for the exam without prior notice, you are required to pay a fee of \$125.00 before being allowed to sit for a subsequent exam. (IMC regulation 11(a)(3)(f)(2))

A physician seeking appointment as a QME on or after January 1, 2001, shall also complete prior to appointment, a course on disability evaluation report writing approved by the IMC. (LC§139.2) (Course Brochure Enclosed)

Enclosed are the Application for Appointment as QME (Rev. 12/00), Registration for QME Competency Examination (Rev. 12/00), a Suggested Reading List and a Continuing Education Provider List (Rev. 11/00), (The IMC does not endorse any particular course for purposes of preparation for the competency examination. The courses may or may not be appropriate for the examination). Also enclosed is an order form for the IMC's *Physician's Guide to Medical Practice in the California Workers' Compensation System*, (Rev. 1997), which is listed in the references and may be purchased from the IMC for \$15.

You do not need to send any payment at this time. The IMC will assess your annual QME fee after you have successfully passed the QME Competency Exam in order to activate your QME status.

Please call Joanne Van Raam at the IMC at (650) 737-2004 or (800) 794-6900 ext. 2004 for additional application forms or for further assistance.

The following are topics that will be covered:

The Language of Workers Comp. Reports Apportionment Causation IMC Requirements Vocational Rehabilitation Labor Code Requirements

Third Party Perspective The Audience for your Reports

Proper Review of Records

Anatomy of a Good Report How to Structure and Write a Clear

Disability Evaluation Protocols

Mechanics of Report Writing Service of Reports Completion of Forms Submission of Report Face to Face Time QME Process

Final Q & A

IMC COUNCIL MEMBERS

Richard Gannon Ex-Officio Member, IMC D. Allan MacKenzie MD, CM, FAAOS Executive Medical Director

Administrative Director, DWC

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Repko, Glenn R. PhD

Sommer, Richard F. M.Phil, JD Yang, Benjamin CA, OMD Walsh, Gayle A. DC Wakim, Paul E. DO ain, Lawrence DC

Disability Evaluation Report Writing Course

When: Saturday Feb. Saturday Feb. 24, 2001 (LA) 3, 2001 (SF)

Where: Hiram Johnson State Building street garage. Parking: On city streets or across the San Francisco CA, 94102 455 Golden Gate Ave.

2nd Floor Lounge, Rm. 2414 Parking: \$6.00 All Day Ackerman Union Building UCLA Los Angeles, CA 90024

\$115.00 Registration Fee includes:

Course Materials

•Syllabus & 4 Hour Audio Tape

 Physician's Guide •Box Lunch

Certificate of Completion

PLEASE NOTE - Registration deadline: Postmarked no later than **January 17, 2001**

Questions?

Contact the IMC (800) 794-6900

(650) 737-2767

http://www.dir.ca.gov/imc/imchp.html E-Mail: info@hq.dir.ca.gov FAX: (650) 737-2711

> Send this form and a check payable to "Industrial Medical Council" in the amount of \$115.00

Industrial Medical Council P.O. Box 8888 San Francisco, CA 94128-8888 **Attn: Report Review Course**

(800) 794-6900 IMC Fed. Tax ID # 94-3160882

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Registration Form (Photocopy	to register more than one person)
Name and Title	
Specialty	CA Lic. #:
Organization	
Address	
City	_ State Zip
Phone #	Fax #
	ed: Check here for vegetarian 🗆 ary aids or specialized services

DISABILITY EVALUATION REPORT WRITING COURSE

Industrial Medical Council P.O. Box 8888 San Francisco, CA 94128-8888



Disability Evaluation Report Writing Course

Saturday, Feb. 3, 2001

Hiram Johnson State Building
San Francisco, CA

Saturday, Feb. 24, 2001
University of California
Los Angeles
Ackerman Union Building
2nd Floor Lounge Rm. 2414

Los Angeles, CA

Q: Why is this course being offered by the IMC?

Medical Council

Industrial

A: In 2000, the Legislature passed AB776 which requires all <u>new</u> Qualified Medical Evaluators (QMEs) to complete a 12-hour course in medical-legal report writing prior to being appointed as a QME. Quality report writing is the centerpiece of the medical-legal evaluation. This course will provide the physician with the knowledge to write complete and comprehensive evaluation reports which may be used as evidence before the Workers' Compensation Appeals Board.

Q: What is the relationship between the tape course and the classroom session?

A: This course will include a four hour audio tape which the participant MUST review *prior* to the course. This tape will give the participant an overview of the elements of report writing prior to classroom discussion and participation.

For Use on the QME Application Form

IMPORTANT: PLEASE USE THREE LETTER SPECIALTY CODE WHEN COMPLETING BLOCK 8 OF APPLICATION FORM

MD/DO SPECIALTY CODES	NON-MD/DO SPECIALTY CODES
MID/DO STECHTETT CODES	TIOTI MIDID OF BUILDIT CODED

MAI	Allergy and Immunology	*deno
MAA	Anesthesiology	compl
MRS	Colon & Rectal Surgery	specia
MDE	Dermatology	ACA
MEM	Emergency Medicine	DCH
MFP	Family Practice - MD	DCN
OFP	Family Practice - DO	DCO
OFM	Family Practice - DO - Including Osteopathic	DCR
	Manipulation	DCS
MPM	General Preventive Medicine	DCT
	Hand - Orthopaedic Surgery	DEN
	Hand - Plastic Surgery	OPT
	Hand - Surgery	POD
	Internal Medicine	PSY
	Internal Medicine - Cardiovascular Disease	PSN
MME	Internal Medicine - Endocrinology	
	Diabetes and Metabolism	
	Internal Medicine - Gastroenterology	
	Internal Medicine - Hematology	
	Internal Medicine - Infectious Disease	
	Internal Medicine - Medical Oncology	
	Internal Medicine - Nephrology	
	Internal Medicine - Pulmonary Disease	
	Internal Medicine - Rheumatology	
_	Medicine - Otherwise Qualified	
	Neurology	
MNS	Neurological Surgery Nuclear Medicine	
MPO	Obstetrics and Gynecology Occupational Medicine	
MOP	Ophthalmology	
MOS	Orthopaedic Surgery	
MOB	Orthopaedic Surgery - Including Back	
MTO	Otolaryngology	
MAP	Pain Management - Anesthesiology	
MPP	Pain Management - Pain Medicine	
MHA	Pathology	
MEP	Pediatrics	
MPR	Physical Medicine & Rehabilitation	
MPS	Plastic Surgery	
MPD	Psychiatry	
MRY	Radiology	
MSY	Surgery	
MSG	Surgery - General Vascular	
MTS	Thoracic Surgery	
MPT	Toxicology - Occupational Medicine	
MET	Toxicology - Emergency Medicine	
NATITI	TT1	

MUU Urology

*denotes a doctor of chiropractic who has completed a chiropractic post-graduate specialty program

ACA Acupuncture
DCH Chiropractic
DCN Chiropractic - Neurology*
DCO Chiropractic - Orthopaedic*
DCR Chiropractic - Radiology*
DCS Chiropractic - Sports Medicine*
DCT Chiropractic - Rehabilitation*
DEN Dentistry
OPT Optometry
POD Podiatry
PSY Psychology
PSN Psychology - Clinical Neuropsychology

Attachment to Form 100 Rev. 12/00



APPLICATION FOR APPOINTMENT AS QUALIFIED MEDICAL EVALUATOR

For the Department of Industrial Relations Industrial Medical Council P. O. Box 8888 San Francisco, CA 94128-8888 FOR IMC USE ONLY QME NO.:
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INPUT BY:

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IMPORTANT: IF APPLICANT IS BOARD CERTIFIED, PLEASE PROVIDE COPY OF BOARD CERTIFICATE(S). OTHERWISE, PLEASE PROVIDE COPY OF CERTIFICATE(S) OF COMPLETION OF POSTGRADUATE TRAINING.

PROCEED TO BLOCK 6

BLOCK 4 (FOR DCs ONLY) NOTE: APPLICANT MUST MEET ONE OF THE FOLLOWING REQUIREMENTS	TRUE FALSE
1) I am certified in California workers compensation evaluation by either a California professional chiropractic association or an accredited California college recognized by the Council. (i.e. IDE Certificate (min. 44 hrs. eff. 4/15/99).	
2) I have completed a chiropractic postgraduate specialty program of a minimum of 300 hours taught by a school college recognized by the council, the Board of Chiropractic Examiners and the Council on Chiropractic Education	
PROCEED TO BLOCK 7	SUBMIT DOCS.
BLOCK 5 (FOR Ph.Ds, Psy.Ds AND Ed.Ds ONLY) NOTE: APPLICANT MUST MEET ONE OF THE FOLLOWING REQUIREMENTS	TRUE FALSE
1) I am board certified in clinical psychology by the American Board of Professional Psychology, Inc.	
2) I have a doctoral degree in psychology, or a doctoral degree deemed equivalent for licensure by the Board of Psychology, from a university or professional school recognized by the Industrial Medical Council and have not less than five years postdoctoral experience in the diagnosis and treatment of emotional and mental disorders.	
3) I have not less than five years postdoctoral experience in the diagnosis and treatment of emotional and mental disorders and I have served as an (Agreed Medical Evaluator) AME on eight or more occasions prior to January 1, 1990. (Please provide documentation of 8 AMEs, i.e. AME cover letters, first page of the reports, or a sworn statement made under penalty of perjury).	
PROCEED TO BLOCK 7	SUBMIT DOCS.
BLOCK 6 (FOR MDs AND DOs ONLY) NOTE: APPLICANT MUST MEET ONE OF THE FOLLOWING REQUIREMENTS	TRUE FALSE
NOTE: APPLICANT MUST MEET ONE OF THE FOLLOWING REQUIREMENTS 1) I am board certified in the specialty for which I am applying to become a QME by a board recognized by the Co	ouncil
NOTE: APPLICANT MUST MEET ONE OF THE FOLLOWING REQUIREMENTS 1) I am board certified in the specialty for which I am applying to become a QME by a board recognized by the Coand the Medical Board of California or the Osteopathic Medical Board of California. 2) I completed postgraduate training in the specialty at an institution recognized by the ACGME or the osteopath	ouncil
NOTE: APPLICANT MUST MEET ONE OF THE FOLLOWING REQUIREMENTS 1) I am board certified in the specialty for which I am applying to become a QME by a board recognized by the Coand the Medical Board of California or the Osteopathic Medical Board of California. 2) I completed postgraduate training in the specialty at an institution recognized by the ACGME or the osteopath equivalent. 3) I have qualifications that the Council and the Medical Board of California or the Osteopathic Medical Board of California both deem to be equivalent to board certification in a specialty. (Please submit documentation from the	ouncil
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PROCEED TO BLOCK 8

·	OR ALL APPLICANTE SPECIALTY (IES) FOR	•	ING TO DO QME E	XAMS (USE ENCLOSED SPEC	CIALTY CODE LIST)
Professional pract specialty code:	tice	Professional practice specialty code:		Professional practice specialty code:	
Re	accredited by t	he American College of Grac For DCs, a certificate from	luate Medical Educ	on of completion of a training pro ation or the Osteopathic equival alty diplomate program must be	ent must
		PROCEED TO	BLOCK 9		
BLOCK 9 (FO	OR ALL APPLICAN	NTS, IF COMPLETEI))		
I have comple	eted a medical-legal	report writing course	approved by the	e IMC.	
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VERIFICATION	N				
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[
Executed on	(MM/DD/YY)	at County	C	A Applicant's	Signature

IMPORTANT: Application for appointment for QME may be returned if it is incomplete or is not submitted with the required supporting documentation. Please make sure that:

- 1) Application is fully completed, dated and signed with an original signature. We will not accept faxed applications. Please also submit statement of citizenship form.
- 2) All necessary documentation is attached:
 - a) All applicants Copy of current California Professional License.
 - b) MDs, DOs copy of board certification or certificate of completion of residency training program accredited by the American College of Graduate Medical Education or the Osteopathic equivalent. Please provide for all specialties in which you are requesting appointment to do QME exams.
 - c) DCs certificate in California Workers' Compensation Evaluation or copy of certificate from postgraduate specialty diplomate program. For DC specialties other than DCH (e.g. DCR) copy of certificate of completion of 300 hours from postgraduate specialty diplomate program is required
 - d) Ph.Ds, Psy.Ds and Ed.Ds copy of professional diploma. Copy of board certification, if appropriate.
 - e) ALL OTHERS copy of professional diploma.
 - f) A copy of completion certificate from the report writing course required by Title 8 CCR §11.5, if completed.

A PUBLIC DOCUMENT

PRIVACY NOTICE - The Information Practices Act of 1977 and the Federal Privacy Act require the Industrial Medical Council (IMC) to provide the following notice to individuals who are asked by a governmental entity to supply information for appointment as a Qualified Medical Evaluator (QME).

The principal purpose for requesting information from QMEs is to administer the QME program within the California workers' compensation system. Additional information may be requested if your application is denied and/or a disciplinary action is taken.

The California Labor Code requires every QME physician to meet certain statutory requirements. Physicians are required by the Labor Code to provide: name; business address/addresses; professional education; training; license number; year entered practice and other requirements deemed necessary by the IMC. It is mandatory to furnish all the appropriate information requested by the IMC. Failure to provide all of the requested information may result in the denial of the application.

As authorized by law, information furnished on this form may be given to: you, upon request; the public, pursuant to the Public Records Act; a governmental entity, when required by state or federal law; to any person, pursuant to a subpoena or court order or pursuant to any other exception in Civil Code § 1798.24.

An individual has a right of access to records containing his/her personal information that are maintained by the IMC. An individual may also amend, correct, or dispute information in such personal records (Civil Code § 1798.34-1798.37).

Requests should be sent to:

Industrial Medical Council P.O. Box 8888 San Francisco, CA 94128-8888 Tel: :(650) 737-2700

FAX: (650) 737-2711

You may request a copy of the IMC policy and procedures for inspection of records at the above address. Copies of the procedures and all records are ten cents (\$0.10) per page, payable in advance. (Civil Code § 1798.33).

DEPARTMENT OF INDUSTRIAL RELATIONS INDUSTRIAL MEDICAL COUNCIL

395 Oyster Point Blvd., Ste. 102 South San Francisco, CA 94080

Tel: (650) 737-2700 Fax: (650) 737-2711

REGISTRATION FOR QME COMPETENCY EXAMINATION March 17,2001

PLEASE COMPLETE THIS REGISTRATION FORM AND RETURN POSTMARKED NO LATER THAN <u>February 15,2001</u>. THE INDUSTRIAL MEDICAL COUNCIL (IMC) IS NOT RESPONSIBLE FOR LATE OR LOST APPLICATIONS. PLEASE SEND YOUR REGISTRATION AND APPLICATION FORMS TO:

INDUSTRIAL MEDICAL COUNCIL - ATTN: EXAM UNIT

MAILING ADDRESS: P. O. BOX 8888 SAN FRANCISCO, CA 94128 STREET ADDRESS FOR EXPRESS DELIVERY: 395 OYSTER POINT BLVD., SUITE 102 SOUTH SAN FRANCISCO, CA 94080

NAME:				//	
	AST		FIRST	M.I.	JR./SR.
ADDRESS: (street address)					
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PHONE NUMBER.: (_)		_		
PHYSICIAN'S LICENSE I	NUMBER:Prefix	Number	-		
EXAM DATE & TIME:	March 17, 2001	Examination beg	Registration l		
PREFERRED EXAM LOC	·	WILL BE INDICATED ON California			OM CPS.)
DO YOU HAVE ANY NE RELIGIOUS CONFLICT?	ED FOR SPECIAL	TESTING ARRANG	GEMENTS DUE	E TO A DISABI	LITY OR
□ No	Yes (Please	e see the Special Admini	istration Procedure	es at the back of th	is page.)

AFFIRMATIONS and VERIFICATION

I have used all reasonable diligence in preparing and completing this application. I have reviewed this completed application and to the best of my knowledge the information contained herein and in the attached supporting documentation is true, correct and complete. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

I understand that I must keep my license to practice active and that it currently is active. I certify that I am not currently on probation with my licensing board nor on any court-ordered probation. I certify I will notify the IMC of any of the following events: a) change in my license status; b) any past or future conviction related to the conduct of my practice or for any crime of morel turpitude; and c) upon being placed on probation by my licensing board or by any court-ordered probation.

I certify that all the information and supporting documentation which I have previously submitted to the IMC with earlier QME application(s) is bona fide, true and correct.

Executed on:		at			
_	mm/dd/yy		County & State	Applicant's Signature	_
			·		(OVER)

REGISTERING FOR SPECIAL ADMINISTRATION PROCEDURES

Examinee with a Disabling Condition or Religious Conflict

Special administration arrangements can be provided for examinees who, due to a disability or religious conflict, would not be able to take the test under standard conditions. Requests for special arrangements must be made by the REGULAR REGISTRATION DEADLINE. It may not be possible to honor requests for special testing arrangements received after the regular registration deadline.

Individuals whose religious convictions prohibit them from taking tests on Saturdays or religious holidays may request a special test administration

All of the following must be submitted if special arrangements are needed due to a disability:

- · a letter from you describing the condition and the specific special arrangements requested; AND
- a completed registration form.

YOUR PROFESSIONAL LICENSE NUMBER AND TELEPHONE NUMBER MUST APPEAR ON ALL CORRESPONDENCE.

If you need special facilities (e.g., wheelchair accessible building or restrooms), please notify by letter, Cooperative Personnel Services (CPS) at 241 Lathrop Way, Sacramento, CA 95815. In this case, it is not necessary to submit any medical documentation.

Special arrangements for the following conditions can be accommodated at ALL test sites:

- special seating (e.g., due to pregnancy)
- wheelchair accessible facilities
- use of magnifying devices or large-print tests (e.g., for those with visual impairments).

Arrangements that require SUBSTANTIAL CHANGES IN TESTING CONDITIONS may be accommodated only at selected test sites. If it is necessary to relocate you to accommodate any other type of request, you will be contacted directly to discuss the arrangement.

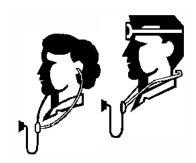
IMC FORM 102 Rev. 12/00



UPDATED & REVISED

The Physician's Guide to
Medical Practice in the
California Workers'
Compensation System
(2nd Edition) is now
available for order. Many
topics in the original version
have been updated to
California workers'
compensation standards
through September 1997.

Published by the Industrial Medical Council, Department of Industrial Relations, State of California.



The manual will cover:

- an overview of the California workers' compensations system
- the basic concepts of:
 - compensability
 - disability
 - vocational rehabilitation
- the role of treating & evaluating physicians in the workers' compensation system
- the evaluator's conduct & ethics
- guidelines for the evaluator's office staff
- various forms and resource materials

Order your copy today! (please type or print legibly)

Name:		
Company Name:		
Street Address:		
City:	State:	Zip:
Phone Number:		

Return this order form with a check for \$15 payable to "Industrial Medical Council" (taxes, shipping & handling included) to:

Industrial Medical Council Attn: Manual Order P.O. Box 8888 San Francisco, CA 94128 STATE OF CALIFORNIA Gray Davis, Governor

DEPARTMENT OF INDUSTRIAL RELATIONS INDUSTRIAL MEDICAL COUNCIL

P. O. Box 8888

San Francisco, CA 94128

Tel. No.: (650) 737-2700 or 1-(800) 794-6900 Fax No.: (650) 737-2711



SUGGESTED REFERENCES(For Physicians planning to take the QME Examination)

Herlick, SD. <u>The California Workers' Compensation Handbook (20th Edition)</u>. Dec. 2000 Lexus Law Publishing. (To order: 1-800-542-0957; approximately \$85.00, item #80283-16).

<u>Physician's Guide to Medical Practice in the California Workers' Compensation System</u>, An IMC publication, Winter 1997, 2nd edition. (Available from the IMC/Manual Order, P O Box 8888, San Francisco, CA 94128; \$15.00).

Thurber, P. <u>Evaluation of Industrial Disability</u>, 2nd ed. Oxford University Press, 1960 (Available from UCSF Bookstore, 500 Parnassus Ave., San Francisco, CA 94143. To place an order: 1-800-846-2144; \$12.95). (For Acupuncturists only)

<u>Workers' Compensation Laws of California.</u> 2001 ed. Matthew Bender & Co., Inc., 1275 Broadway, Albany, NY 12204. (To place an order: 1-800-223-1940; approximately \$46.00). Contains 1999 Labor Code and Provisions of the California Code of Regulations, Title 8, Industrial Relations (IMC Regulations).

Note: Provisions of the California Code of Regulations; Title 8, Industrial Relations, IMC Regulations are part of the study material for the QME examination. You may obtain a copy by calling the IMC at 1-800-794-6900 or 650-737-2767,2768 or 2769.

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